



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Census Center**

OPENING DATE: October 2, 2009
CLOSING DATE: October 21, 2009

Recruiting Bulletin No. NJ-AA-09-50
Number of Vacancies: Few

Administrative Assistant (AA)

PAY RATE: \$17.00 per hour

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed September 25, 2010. May be extended beyond 09/25/2010, based on continuing work needs.

AREA OF CONSIDERATION: All U.S. Citizens residing in one of the following towns in **Hudson County, New Jersey: Bayonne or Jersey City.**

DUTY STATION: **Hudson County South, New Jersey.**

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration (see above)

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

QUALIFICATIONS:

- **U. S. Citizen**
- **Applicant must be 18 years of age or older.**
- **Applicants MUST take and pass the Census Bureau written test.**
- **Application must reflect demonstrated experience related to the specified duties listed below.**

DUTIES: Incumbent servers as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on

appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

HOW TO APPLY

STEP ONE- Testing:

- ❖ Contact the **Local Census Office** to schedule an appointment to take the Census Bureau written test (D-267), by the closing date of this bulletin (10/21/2009). Please call: **1-201-377-1260**
- ❖ If you have already taken and passed the Census Bureau written test (D-267), within the last two years, you do not need to take the test again. (**Go to Step Two**)
- ❖ Applicants **MUST** bring the following documentation to the testing session:
 - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
 - List of **three** references (personal or professional not related to you) name and phone number.
 - DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
 - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
 - BC-170D, Census Employment Inquiry
 - OF-306, Declaration for Federal Employment
 - I-9, Employment Eligibility Verification
 - D-237, Certificate of VSIP or “Buyout” (*if applicable*)
 - D-267, Census Non Supervisor Test

STEP TWO- Application:

- ❖ Each applicant **MUST** submit:
 - **OF-306, Declaration for Federal Employment** (PDF version is available on our New York Regional Office website, or at OPM.gov).

- *OF-612, Optional Application for Federal Employment* (PDF version is available on our Regional website, or at OPM.gov), **OR** a Resume. An Application for Federal Employment, SF-171 (obsolete), may also be used. **The following must be included on the OF-612 or Resume:**

- Recruiting Bulletin number (e.g. **NJ-AA-09-50**) & title of position.
- Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
- Social Security Number
- List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Country of citizenship (**this Federal position requires U.S. citizenship**).
- List of **three** references (personal or professional not related to you) name and phone number.
- Failure to provide the required application materials and information may result in loss of consideration.
- Application materials submitted via email **will not be accepted**.
- Application materials submitted via fax **will not be accepted**.
- Send all application information to the address below only if you have taken and pass the census bureau written test (D-267).

**U.S. Census Bureau
New York Regional Census Center
330 West 34th Street – 13th FL.
New York, NY 10001
Attn: Administrative Department**

❖ **APPLICATION DEADLINE:**

All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered.

ADDITIONAL INFORMATION

❖ **CONDITIONS OF EMPLOYMENT**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Payment of relocation expenses **IS NOT** authorized

- You will be required to complete a **Declaration for Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years of age or older to be hired.
- Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes **will not be accepted.**

**For further information on this vacancy you may contact the
Administrative Department at, 1-212-971-8807.**

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**
THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE
ORGANIZATION, OR OTHER NON-MERIT FACTOR